

Procedure: Adding a PowerPoint Presentation or Web Site to Your Room

Introduction: If you add a PowerPoint Presentation to your room, you'll be able to display the slides individually during your presentation and make notes on them using the eBoard tools. You can also quickly launch a web site in your presentation if you want to. These are great ways to customize your presentation.

Getting Started: This process needs to be completed before you administer your live session. You need to be logged into the administration features of Horizon Wimba and have your room open.

Steps:

1. Click on the "Content" tab:

Rooms | Archives | Exit | Lobby | Help

Content | Room Settings | Media Settings | Access | Poll Results

Modify Room: Don Tollefson's Meeting Room

Settings Show Advanced Settings

Room ID: donsroom

Title: Don Tollefson's Meeting Room

Description:

Presenter Email:

This field is optional; filling it out will allow viewers of archives created from this room to send email to the presenter.

Save Changes

Open this Room Enter Room Tracking Info Duplicate Room

2. Click on the "New Folder" button:

Rooms | Archives | Exit | Lobby | Help

Content | Room Settings | Media Settings | Access | Poll Results

Modify Room: Don Tollefson's Meeting Room

Presentation Content

Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
<u>Default Content Folder</u>	0 slides			*
<u>Snapshots</u>	2 slides			*
Folder Title	Slide Count	Get Info	Edit Title	Delete

* Denotes a system folder that can not be deleted.

New Folder Open this Room Enter Room Tracking Info Duplicate Room

3. Type the name of your new folder and click on the “Create” button:

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Room: Don Tollefson's Meeting Room

Create A New Folder

New Folder Name: Budget Meeting

3 Create Cancel

4. A confirmation screen will appear and your new folder will be listed. To add your PowerPoint, click on the folder name (it's a hyperlink).

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Room: Don Tollefson's Meeting Room

Notice: New folder 'Budget Meeting' created

Presentation Content

Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
Default Content Folder	0 slides			*
Snapshots	2 slides			*
Budget Meeting	0 slides			

* Denotes a system folder that can not be deleted.

4

New Folder
Open this Room
Enter Room
Tracking Info
Duplicate Room

5. Click on the “Browse...” button to select your PowerPoint from your computer, then click the “Add” button to add the slides to your presentation. Horizon Wimba will automatically convert each of your slides into an individual .gif image, meaning any transitions you had on your original PowerPoint presentation will no longer work.

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Folder: Don Tollefson's Meeting Room: Budget Meeting

Empty folder selected. Please begin adding content to your folder below.

Upload New Content: ☒ Display this content in the eBoard

C:\Documents and Settings\dtollefson\M Browse... Add

6. Modify any content you desire:

YOU WANT TO:	Then you should:
Leave it alone	Go to step 7
Change the slide order	<ul style="list-style-type: none"> Click in the box in front of the slide you want to move Use the up and down arrows to move the slide to it's new location Click on the "Save Changes" button
Change the slide titles	<ul style="list-style-type: none"> Click in the "Title" of the slide you want to change. Type in the new slide title Click on the "Save Changes" button
Delete a slide	<ul style="list-style-type: none"> Click in the box in front of the slide you want to delete Click on the "Delete Selected Items" button Click on the "Save Changes" button

7. To add a URL, click on the "New Content" button:

Rooms
Archives

Content
Room Settings
Media Settings
Access
Poll Results

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Modify Folder: Don Tollefson's Meeting Room: Budget Meeting

Modify your content list using the table below:

Filename/URL	Edit	#	Title	Target
<input type="checkbox"/> 2005 SES Performance		1)	2005 SES Performance Pl	eBoard
<input type="checkbox"/> 2005 SES Performance		2)	Overview of DOIs SES Per	eBoard
<input type="checkbox"/> 2005 SES Performance		3)	2005 SES Performance-Ba	eBoard
<input type="checkbox"/> 2005 SES Performance		4)	OPMs Certification Principl	eBoard
<input type="checkbox"/> 2005 SES Performance		5)	Assessment / Guidance	eBoard
<input type="checkbox"/> 2005 SES Performance		6)	Accountability	eBoard

8. Type the URL you want to share in the appropriate box and click on the “Add” button:

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Folder: Don Tollefson's Meeting Room: Budget Meeting

Upload New Content:

Browse...

☒ Display this content in the eBoard

Add

Or Add a URL:

Enter the full URL in the text field above. (URLs will display in a new browser window.)

Add

9. The only things you'd want to do here is possibly change the name of the slide or move the slide (follow directions in step 6 above) or change the target. Keeping the target at “New Window A” will open the web site in a new window for your meeting participants. This tends to be the best option. If you make any changes, you need to click the “Save Changes” button.

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Folder: Don Tollefson's Meeting Room: Budget Meeting

Notice: The URL 'http://budget.fws.gov' was added successfully.

Modify your content list using the table below: Show Content Descriptions

Filename/URL	Edit	#	Title	Target
<input type="checkbox"/> 2005 SES Performance		1)	2005 SES Performance Pl	eBoard
<input type="checkbox"/> 2005 SES Performance		2)	Overview of DOIs SES Per	eBoard
<input type="checkbox"/> 2005 SES Performance		3)	2005 SES Performance-Ba	eBoard
<input type="checkbox"/> 2005 SES Performance		4)	OPMs Certification Principl	eBoard
<input type="checkbox"/> 2005 SES Performance		5)	Assessment / Guidance	eBoard
<input type="checkbox"/> 2005 SES Performance		6)	Accountability	eBoard
<input type="checkbox"/> http://budget.fws.gov		7)	budget.fws.gov	New Window A

Delete Selected Items

Save Changes

New Content Open this Room Enter Room Tracking Info Duplicate Room

10. That's it. Your content is now created.